



Records Retention and Disposal Policy

POL-NWH-004

Lead Officer (Post):	Vice-Principal Operations
Responsible Office/ Department:	Governance
Responsible Committee:	Audit and Risk Management Committee
Date policy approved:	01/08/2023
Date policy last reviewed and updated:	n/a
Date policy due for review:	01/08/2026
Date of Equality Impact Assessment:	01/07/2023
Date of Privacy Impact Assessment:	n/a

Accessible versions of this policy are available upon request. Please contact UHI North, West and Hebrides for more information.

Policy Summary

Overview	<p>Why is the policy required?</p> <p>This document provides advice on the records retention and disposal position of UHI North, West and Hebrides.</p>
Purpose	<p>What will the policy achieve?</p> <p>Definition of records retention and disposal for the college community and relevant external stakeholders.</p>
Scope	<p>Who does the policy apply to?</p> <p>The policy applies to all college staff.</p>
Consultation	<p>Who has been consulted on the policy, and who will be notified?</p> <p>This policy is predicated on the UHI Retention and Disposal Policy.</p>
Implementation and Monitoring	<p>Who will be responsible for implementing and monitoring the policy, and what resources/ costs will be incurred?</p> <p>The Board of Management own the policy and has responsibility for implementing and monitoring the policy, as well as ensuring that the policy is updated and made available to all relevant college communities.</p>
Risk Implications	<p>What are the risk implications of this policy?</p> <p>Failure to adhere to this policy may result in breaches of legislation and good practice.</p>
Link with Strategy	<p>How is this policy linked to University strategy?</p> <p>This policy is required to meet statutory requirements.</p>
Impact Assessment	Equality Impact Assessment: Completed, no further action required.
	Privacy Impact Assessment: Not required.

1. Policy Statement

- 1.1 UHI North, West and Hebrides recognises that efficient management of its records is essential, both for effective administration and to enable it to comply with legal and statutory requirements.

2. Definitions

- 2.1 UHI Retention and Disposal Policy: this is a dynamic document owned by the University Archivist and Records Manager setting out retention and disposal periods developed from JISC Infonet HEI/FE business classification scheme and partnership practitioners.

3 Purpose

- 3.1 UHI North, West and Hebrides follows the UHI Retention and Disposal Policy and expects that relevant practitioners contribute to the continual improvement of the document supporting the University Archivist and Records Manager.
- 3.2 The up-to-date UHI Retention and Disposal Policy is available on the UHI Policies page and on [this link](#).

4 Scope

- 4.1 This policy applies to all UHI North, West and Hebrides and university records managed by UHI North, West and Hebrides staff.

5 Exceptions

- 5.1 This policy applies without exceptions, exclusions, or restrictions.

6 Notification

- 6.1 The latest authorised version of this policy will be available on SharePoint and the college policies webpage.

7 Roles and Responsibilities

- 7.1 All college staff have records management responsibilities. This includes the need to adopt good practice in creating and maintaining documents and records, ensuring that they are held in an organised and structured fashion to aid retrieval and that information is kept and used in line with the requirements of the UK Data Protection Act 2018.
- 7.2 Individual departments and sections must maintain and dispose of records in accordance with the UHI North, West and Hebrides Retention and Disposal Policy.
- 7.3 Heads of departments and service area managers have overall responsibility for the management and compliance of records and information arising from the business of their own areas, and ensuring staff are supported to follow this policy.
- 7.4 The University Archivist and Records Manager supports the development and promotion of consistent records management standards, systems and processes. This support includes the provision of advice, guidance and the delivery of staff training and development.

8 Legislative Framework

- Data Protection Act 2018

- Freedom of Information (Scotland) Act 2002
- General Data Protection Regulation 2018

9 Related Policies, Procedures, Guidelines and Other Resources

- UHI Records Management Policy
- UHI Retention and Disposal Policy
- UHI North, West and Hebrides Data Protection Policy
- UHI North, West and Hebrides Freedom of Information Policy
- UHI North, West and Hebrides Records Management Policy

10 Version Control and Change History

Version	Date	Endorsed / Approved	Amendment(s)	Author
0	Aug 23	Approved	New policy for UHI NWH	-
1				
2				
3				
4				